

Planning Year Session 1: Charter School Governance

Tuesday, September 29, 2015
Department of Public Instruction
8:30 – 4:00

Time	Room	Topic	Notes	Presenter
8:30	150	<i>Please sign in.</i>	<i>Enjoy a light breakfast.</i>	
8:45	150	Welcome & Introductions		Dr. Kebbler Williams
8:55	150	Getting to Know You		Mr. Brian Smith
9:30	150	Mission and Goals	<i>Ensuring the mission and vision of the charter is the guiding focus of all school based decisions.</i>	Dr. Deanna Townsend-Smith
10:00	150	The Charter Agreement		Ms. Cande Honeycutt
10:45	BREAK			
10:55	150	Ready to Open Framework		Dr. Williams
11:40	150	Governance Strengthening Exercises	<i>Exercise Selection #1 Below (There will be a total of 5 exercises due in May.)</i>	Dr. Williams
11:55	150	Amendment Process	<i>Amendments are due October 30th.</i>	Mrs. Lisa Swinson
12:25	LUNCH			
1:35	150	NC Charter School Laws	<i>This session will provide an overview of the changes to the charter school laws and how this will affect your "to be" adopted policies.</i>	Ms. Honeycutt
2:20	150	Effective Governance (Roles and Responsibilities)	<i>This session will focus on the roles and responsibilities of a public charter school board member.</i>	Mr. Smith
3:05	BREAK			
3:15	150	On the Ground Expert	<i>Marketing, branding, public relations, and adapting to meet the budget (planned to reality)</i>	Mr. Andrew Swanner, Executive Director, Oxford Preparatory High School
3:45	150	Closing	(1) Planning Year Calendar (2) Signed Application (3) Survey	Dr. Williams

Governance Strengthening Exercises: Roles and Responsibilities

(Please ensure at least one exercise from the list below is included in the school's Ready to Open Progress Report in May).

(Exercise #1) Establish and adopt as policy *Performance Expectations for Individual Board Members*, including clear roles and responsibilities which should be signed by each incoming board member. Use this document to develop a board self-evaluation tool (each individual board member, full board of directors, or both). See [Example](#) from Marci Cornell-Feist. **[This exercise requires 2 products.]**

(Exercise #2) Develop a board member binder (hard copy or electronic version) that contains the integral documents that each board member should know to warrant effective governance practices. In addition, develop an orientation process that follows when new members are elected or appointed. This orientation process should be adopted by the board through vote and kept in the board member binder. **[This exercise requires 2 products.]**

(Exercise #3) To support board members' understanding of Governance vs. Management, develop a document that clearly defines the separate roles of the lead administrator and board members when it comes to the learning organization. Feel free to use the template provided by Marci Cornell-Feist titled, [Division of Roles](#), to structure your document. Articulate and develop a document depicting the job description and role of the lead administrator and the board member. Use the criterion to develop and adopt a clear tool for evaluating the school's lead administrator and each board member's effectiveness. **[This exercise requires 5 products.]**

(Exercise #4) Diversity is the hallmark of an effective board. Evaluate the board you currently sit on and develop a plan to recruit board members that have the area of expertise/professional skills lacking by the current board of directors. You may use the [Charter School Board Profile Worksheet](#) provided or feel free to create your own based on the particular charter school's mission and needs. Take the [Board Governance Quiz](#) created by Reach the High Bar to find out more about your board. **[This exercise requires 2 products.]**